

Request for Additional Information



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

December 9, 2011

VIA ELECTRONIC MAIL

Doug Bradshaw
City of Key West
3140 Flagler Avenue
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
Caroline Street/Trumbo Road Enhancements
Request for Additional Information and Clarification**

Dear Mr. Bradshaw:

The City is in receipt of your timely submitted application for the Caroline Street/Trumbo Road Enhancements project. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- A schedule which incorporates the design and development approval process;
- A cost schedule and phasing table that includes last years allocation and how it relates to the overall budget;
- Clarify that the table provided is a construction schedule;
- A table that has construction phases by block;
- Clarify how the cost of the drainage plan for the project was projected and provide cost estimates;
- Clarify how the subsequent phases are anticipated to be funded; Keep in mind that the overall project cost for the four year phase is larger that the projected TIF Fund;
- Due to be published at the beginning of 2012 is the City's Stormwater Master Plan, explain how the proposed infrastructural improvements relate to the Master Plan and how the Caroline Street portion of the Master Plan was intended to be funded;
- Considering no matching funds are provided, clarify at what point the City's General Fund responsibilities can be used for this project

This additional information is requested by Thursday, December 29, 2011.

Your project presentation is tentatively scheduled before the Community Redevelopment Agency on Wednesday, January 18, 2012. The CRA meets after the City Commission meeting; that meeting convenes at 6:00 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to

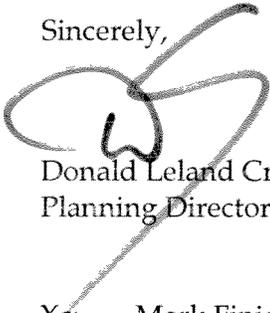
December 9, 2011

Page 2

answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The ranking and allocation approvals are also expected to take place that night.

Please do not hesitate to call me with any questions or concerns.

Sincerely,



Donald Leland Craig, AICP
Planning Director

Xc: Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
CRA Files

K:\Community Redevelopment Area\2012 TIF Appropriation Requests\CSC TIF Requests\20111211 Request for More Info\CSC Enhancement Project -20111209.doc

Amended Application Information



THE CITY OF KEY WEST
3140 Flagler Ave
KEY WEST, FLORIDA 33040
www.keywestcity.com

Engineering
(305) 809-3792

December 28, 2011

Donald Leland Craig, AICP
City of Key West
3140 Flagler Ave
Key West, FL 33040

**RE: Caroline Street/Trumbo Road Enhancements
Request for Additional Information and Clarification
Application for Tax Increment Appropriation**



Dear Mr. Craig:

Per your letter dated December 9, 2011, I am submitting the additional information you requested in order to clarify the City's application for Tax Increment Funding.

1. The original application included a schedule that incorporated the design and development approval processes. It is attached again as Exhibit A.
2. A cost schedule and phasing table that includes the previous TIF allocation is attached (Exhibit B). Design accounts for approximately 10% of the total project cost.
3. The table provided in the original application is not exclusively a construction schedule, but includes design, permitting, bidding, and construction.
4. The City does not anticipate constructing the project block by block but would anticipate constructing by type of work such as drainage, sidewalks, roadway, and streetscapes. Final construction phasing will be determined once final design has been completed
5. The estimated cost for the drainage plan is \$890,000. The cost was determined by assuming four curb inlets, four ditch bottom inlets, three manholes, storm pipe, and miscellaneous sidewalk and roadway repair for each block. The overall preliminary budget estimate for one of the three main blocks on Caroline Street is attached (Exhibit C).
6. The subsequent years of the project are to be funded through a combination of TIF Funds, the City's Road and Street Internal Improvement Fund (paving), and Stormwater Fund.
7. The existing conditions section in the preliminary Stormwater Master Plan identifies the Caroline Street corridor. There are several old storm sewers near the end of Caroline, plus other outfalls along side streets that drain the streets and parking lots. This area is some of the most developed and impervious drainage areas in the City. The existing roads are at approximate elevation 1.6 feet and runoff from the neighborhood to the south flows into Caroline Street as it makes its way to the ocean. Existing conditions modeling shows that this area floods during moderate and large storm events. Additionally, stormwater can stage up to about 1-foot deep during 100 year storms along this road. New street improvements are

Key to the Caribbean - Average Yearly Temperature 77° F.

needed to better connect the street to the outfalls and to replace old inlets. Water quality inserts and/or baffle boxes will be installed to reduce pollutants to nearshore waters. Opportunity to include more open area in the streetscape will be incorporated to better infiltrate standing water; although the low elevation limits this as a sole remedy. It is likely that one or more of the outfalls may be enlarged or paralleled (proposed conditions modeling is still under evaluation). The described improvements will be funded through TIF Funds, the City's Road and Street Internal Improvement Fund-Gas Tax (paving), and Stormwater Fund.

8. The City's General fund would not be used as a funding source for this project. The City's Road and Street Internal Improvement Fund-Gas Tax (paving) and Stormwater Fund would be used to supplement the TIF Fund.

If you have further questions or need additional information, please do not hesitate to call me at 305-809-3792.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Bradshaw', with a long horizontal flourish extending to the right.

Doug Bradshaw
Senior Project Manager



EXHIBIT A

**Proposed Caroline Street/Trumbo Road Reconstruction
Proposed Project Schedule**

	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13
Finalize Design														
Planning Board														
HARC														
City Commission														
Project Bidding														
Construction														

*Phase 2 and 3 would begin in Jan 2013 and Jan 2014 respectively and take approximately six (6) months to complete



Exhibit B

Proposed Caroline Street/Trumbo Road Reconstruction Proposed Cost Schedule and Phasing

Activity	Design	Phase 1	Phase 2	Phase 3	Total
Design	\$325,000	\$0	\$0	\$0	\$325,000
Roadway Asphalt Work	\$0	\$50,000	\$270,500	\$270,500	\$591,000
Sidewalk/Curb and Gutter	\$0	\$20,000	\$448,025	\$448,025	\$916,050
Drainage	\$0	\$650,000	\$452,450	\$50,000	\$1,152,450
Landscape/Lighting	\$0	\$0	\$50,000	\$245,500	\$295,500
Total	\$325,000	\$720,000	\$1,220,975	\$1,014,025	\$3,280,000



EXHIBIT C

**Caroline Street (700 Block)
Preliminary Budget Estimate**

Line #	Line Item	Qty	Unit	Unit Price	Extended Total
1	Performance/ Payment Bond	1	LS	\$20,000.00	\$20,000.00
2a	Mobilization/Field/Envir/Constr	1	LS	\$7,000.00	\$7,000.00
2b	Demobilization	1	LS	\$6,000.00	\$6,000.00
2c	Gen & Supp Condi.	1	LS	\$3,000.00	\$3,000.00
2d	MOT	1	LS	\$5,000.00	\$5,000.00
2e	Certified Auto Cad As Builts/surveyer	1	LS	\$3,000.00	\$3,000.00
3a	Re-work existing base 1-6 in	1,600	SY	\$10.00	\$16,000.00
3b	New base 0-4 in	500	SY	\$20.00	\$10,000.00
3c	New base >4 in	1600	SY	\$20.00	\$32,000.00
3d	Base material shoulder pavement 2LF@2% slope	0	LF	\$8.42	\$0.00
4	Install 1/2 stone	0	TN	\$42.00	\$0.00
5a	Sod	0	SF	\$1.00	\$0.00
5b	Screen sand 1/2"	0	CY	\$12.00	\$0.00
6a	4" Depth (Sidewalk Installation)	9,600	SF	\$8.75	\$84,000.00
6b	6" Depth (Sidewalk Installation)	0	SF	\$10.00	\$0.00
7a	FDOT Type "D" Curb	200	LF	\$22.06	\$4,412.00
7b	Modified Type "D" curb	0	LF	\$21.37	\$0.00
7c	FDOT Type "F" Curb and Gutter	960	LF	\$28.50	\$27,360.00
8	Misc. formed concrete placed	10	CY	\$800.00	\$8,000.00
9	2-1/4x4x8 brick pavers (detectable warning)	160	SF	\$30.00	\$4,800.00
10	DELETED				\$0.00
11a	New ditch bottom inlet	4	EA	\$3,950.00	\$15,800.00
11b	New curb inlet	4	EA	\$7,200.00	\$28,800.00
11c	Storm Manhole	3	EA	\$7,200.00	\$21,600.00
11d	Install New Storm Pipe	700	LF	\$190.00	\$133,000.00
11e	Trench Safety Special Shoring	1	LS	\$10.00	\$10.00
12a	Adjust storm/sewer manhole ring/cover	4	EA	\$600.00	\$2,400.00
12b	New manhole ring/lid	4	EA	\$960.00	\$3,840.00
12c	Adjust street water valves/boxes	8	EA	\$300.00	\$2,400.00
12d	Raise/Lower Storm Water Inlet Grate	2	EA	\$1,080.00	\$2,160.00
12e	Abandon existing ditch bottom inlet	1	EA	\$840.00	\$840.00
13	Install new sewer/water meter boxes	20	EA	\$480.00	\$9,600.00
14	White/Yellow retro-reflective 6" (Temp)	1,000	LF	\$7.00	\$7,000.00
15a	White/Yellow retro-reflective 6" (perm)	1,000	LF	\$8.00	\$8,000.00
15b	Striping removal (any width)	0	LF	\$1.20	\$0.00
16	Paint new curbs yellow	960	LF	\$0.84	\$806.40
17	Asphalt-hot mix	1,600	SY	\$16.68	\$26,688.00
18	Asphalt milling	100	SY	\$6.00	\$600.00
19	Sidewalk removal and disposal	7,000	SF	\$3.50	\$24,500.00
20	Curb removal and disposal	200	LF	\$3.50	\$700.00
21	Asphalt removal	14,400	SF	\$0.12	\$1,728.00
22	Relocate Existing Tree (0-10" diameter)	0	EA	\$300.00	\$0.00
23	Relocate Existing Tree (over 10" diameter)	0	EA	\$600.00	\$0.00
24	Remove Existing Tree (0-10" diameter)	0	EA	\$240.00	\$0.00
25	Remove Existing Tree (over 10" diameter)	3	EA	\$420.00	\$1,260.00
26	FDOT new sign installation	8	EA	\$500.00	\$4,000.00
27	City Street Sign Removal and Re-install	4	EA	\$240.00	\$960.00
28	Project Signs	2	EA	\$600.00	\$1,200.00
29a	Landscape and Lighting Allowance	1	LS	\$30,000.00	\$30,000.00
29b	Allowance Contingency	1	LS	\$50,000.00	\$50,000.00
	Total All Extended Unit Price				\$608,464.40



**Meeting Summary and Informational Package
of the
CSC Design Review Community Workshop
No.2
December 7, 2011**



Caroline Street Corridor Redevelopment Area Caroline Street Enhancements COMMUNITY WORKSHOP No. 2 January 5, 2012

Summary of Community Comments and Description of Project Direction

On Wednesday, December 7, 2011, the Engineering and Planning Departments in conjunction with the design team Perez Engineering and Design, held a Community Workshop in the Caroline Street Corridor Redevelopment Area to receive public input on three design options for the Caroline Street Enhancement project. Along with designated city staff and the public, various members of the staff from Key West Bight and the City Manager's Office attended. Input from the public in the form of comments, suggestions and questions were taken by the design team and staff. This input will guide the development of the next phase of the project design. The input from the first workshop, where no designs were available will also be considered as refined designs are produced. Specifically, the design team will assemble a traffic impact analysis and apply it to the two proposed designs eliciting at least some support at the two workshops. A follow-up meeting is expected in early spring to discuss the findings of a traffic impact analysis and how those potential impacts may require additional changes to the remaining designs. The goal of the traffic analysis is to determine whether the proposed improvements, i.e. stop signs, one way traffic on Caroline Street, bike path locations, and one way traffic on Elizabeth, Margaret and William Streets terminating at Caroline Street will negatively impact traffic flow, traffic speed and traffic patterns on adjacent streets as well as those in question.

The following is a summary of issues, comments and suggestions raised by the public at the meeting.

General Notes:

There was an overall greater interest in Option A (two way alternative with bike lane); however, it was decided that a traffic analysis for possible one-way on Caroline Street heading east and possible one-way on Elizabeth Street, Grinnell Street, Williams Street and Margaret Street heading north towards the Bight would be conducted and presented at a subsequent community meeting. Other than a general consensus on a two-way Caroline Street design, the comments from the public were far ranging, sometimes contradictory, and on occasion directed to issues beyond the scope of the street design effort.

Design Proposal Option A: Two-way traffic, one-way bike lane, 8' sidewalk on south side, 5' on north side

- Relocate landscaping to the North for larger South sidewalk;
- Eliminate landscaping all together;

-
- Increase landscaping, beautify area, reduce the size of the sidewalk;
 - Expand bike lane to 4.5’;
 - Add second bike lane by reducing size of sidewalks;
 - Eliminate parking adjacent to the bike lane to eliminate possibility of car doors opening into bike lane;
 - Add bicycle parking bollards throughout;
 - Enforce residential parking;
 - One-way entrance for parking lot off of Caroline Street for safety;
 - Relocate parking lot entrance from Caroline Street to William Street. Reconfigure parking spaces in lot to capture more spaces: eliminate current center internal access lane pattern;
 - Standardize cost of parking on the street and within parking lot;
 - Eliminate stop signs at all intersections, add speed tables or speed humps;
 - Reduce amount of stop signs to one or two intersections;
 - Eliminate the bike path.

Design Proposal Option B: One-way traffic, parking and loading, south side 8’ sidewalk

- Minimal interest in one-way option, but conduct a traffic impact analysis to verify concerns with this option.
- One way traffic may increase speed. Add speed calming devices and reduce speed limits;
- Consider relocating bus stops throughout Caroline Street. The existing bus stops are vital to the non-automobile access to the corridor but when bus drivers leave or arrive at the stops when the street is flooded waves of water are created, which damage nearby businesses.
- Provide more landscaping

Design Proposal Option C: Two-way traffic, two bike lanes, no parking or loading areas, large sidewalks.

- The total elimination of on street parking and loading is not acceptable.

Next Steps

The design team and staff will conduct the traffic analysis, refine the remaining alternatives based on the comments from the two workshops, and present the findings and design at Workshop No.3 to be held in early spring.

Materials distributed at the community workshop are attached.

The Planning Department strives to summarize comments accurately and noted these comments during the meeting on a large scale flip chart. If anyone believes that this comment summary does not accurately reflect their comments at the meeting please contact the Planning Department and we will correct the document.

As stated by the Planning Director at the meeting, additional comments, suggestions and questions may be submitted to the Planning Department by mail, e-mail or by phone. The

department also welcomes individuals who wish to visit the department to discuss the project alternatives in person.

Contacts

Donald Leland Craig, AICP Planning Director
(305) 809-3728
dcraig@keywestcity.com

Doug Bradshaw, Senior Project Manager, Engineering Department
(305) 809-3792
dbradsha@keywestcity.com

Nicole Malo, Planner
(305) 809-3778
nmalo@keywestcity.com

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PublicMeetings\Rev 20120105 CSC Community Meeting Summary.doc



AGENDA

PUBLIC WORKSHOP

CAROLINE STREET CORRIDOR REDEVELOPMENT AREA CAROLINE STREET ENHANCEMENT PROJECT DESIGN PROPOSALS OLD CITY HALL, 510 GREENE STREET WEDNESDAY, DECEMBER 7, 2011 – 5:30 P.M.

The purpose of this meeting is to receive public input on three urban design proposals for the redevelopment of the Caroline Street Corridor (CSC). This area is part of the Caroline Street Corridor Redevelopment Area that was designated in 1992 and is the recipient of Tax Increment Financing (TIF) dollars. Based on the findings of numerous community meetings held in 2009 and 2010 the City applied for and was awarded TIF funding for a streetscape and urban design plan that includes infrastructural improvements from Grinnell Street to Simonton Street along Caroline Street. In June of 2011 a design team, consisting of a Landscape Architect, Architect, and Engineer was awarded the bid to prepare plans. The team has worked closely with City staff and created three potential designs. The City is currently looking for community input on the proposed improvements.

The City has applied to the CRA for additional TIF funding for the 2012 cycle for the next phase of the project; however, to date, funding for the project is based solely on TIF allocations and is not guaranteed. Because the funding source is limited, the project management team anticipates that a four to five year completion date is likely. More information on the Community Redevelopment Area, past Caroline Street Corridor community meetings and TIF applications are available on the City's website at www.keywestcity.com in the Planning Department section under the Community Redevelopment Area heading. Please contact the Planning Department at (305) 809-3720 or Engineering Department (305) 809-3901 with any questions or if you prefer to review background documents and the design alternatives in person.

- A. Welcome – Doug Bradshaw
- B. Process Goals - Donald L. Craig, AICP
 - 1. Today's Meeting
 - 2. Future Meetings
- C. Background on the Streetscape and Urban Design Plan – Donald L. Craig, AICP
- D. Overview of Designs A, B and C – Design Team
- E. Public Input of Each Option:
 - 1. Plan A
 - 2. Plan B
 - 3. Plan C
 - 4. Summarize findings
- G. Next Steps



**CAROLINE STREET CORRIDOR COMMITTEE MEETING
OF THE COMMUNITY REDEVELOPMENT AGENCY
For public input on Urban Design and Streetscape Plans
December 7, 2011**

COMMENT SHEET

Your thoughts are important! Please provide any additional written comments tonight or after the meeting. Comments can be delivered or mailed to the City of Key West Planning Department, 3140 Flagler Avenue; emailed to dcraig@keywestcity.com. Please make sure to sign the back;
Thank you!

Plan A:

Plan B:

Plan C



Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Caroline Street Improvements – Street Layout Options

Option A

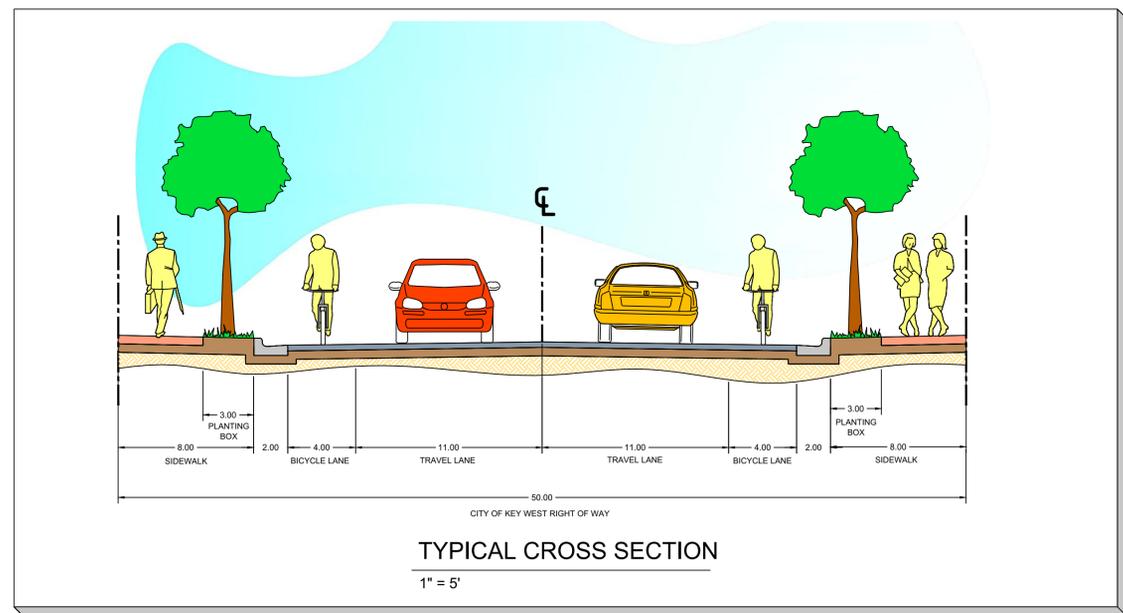
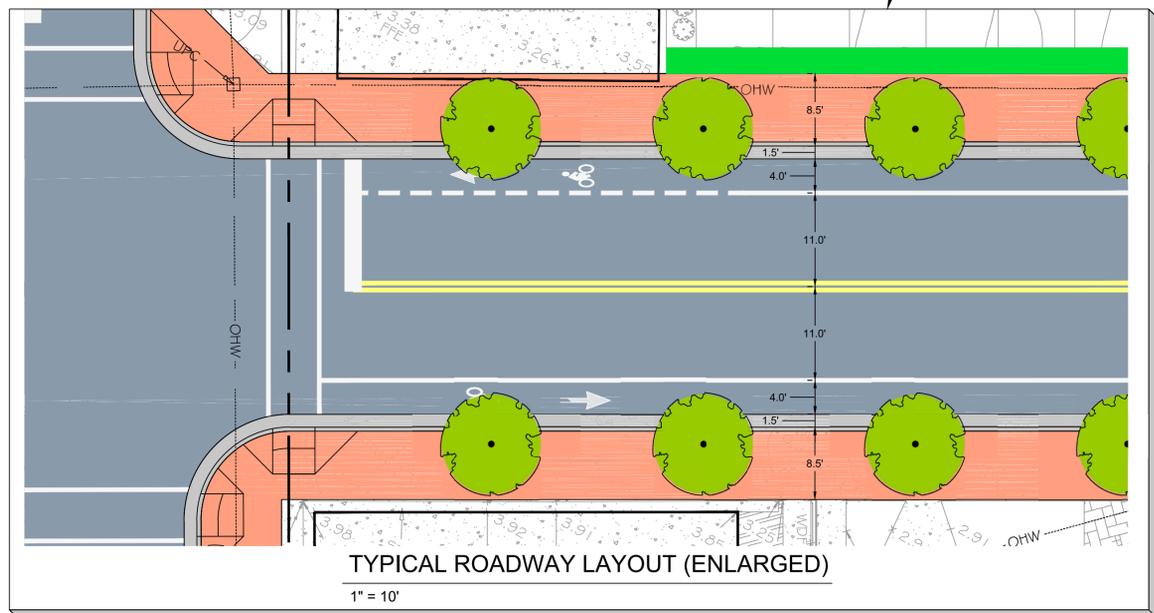
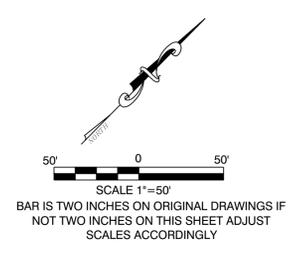
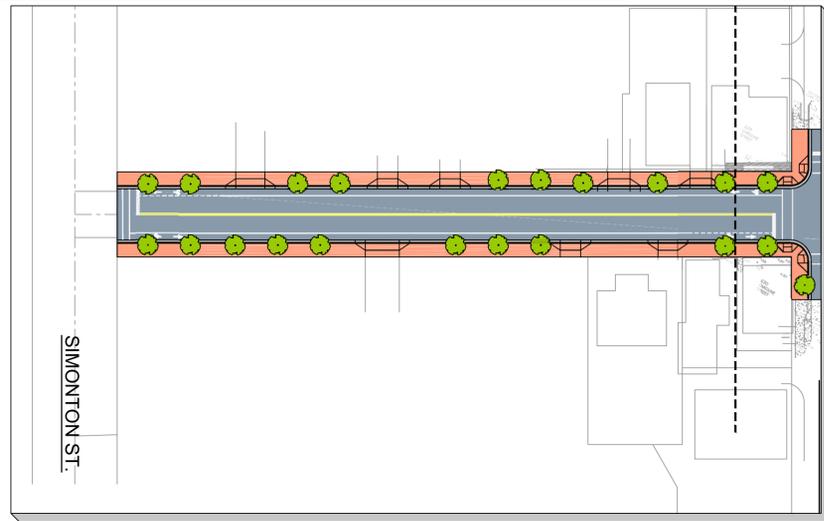
- Two-Way Travel (11' Wide Travel Lanes)
- One-Way Bicycle Lane (4' Wide, Westbound Travel)
- On-Street Parking / Loading Zones (South-Side)
- Pedestrian Travel Widths
 - ❖ North Sidewalk: 5.0'
 - ❖ South Sidewalk: 8.5'
- Green Space
- Tree Planting Beds

Option B

- One-Way Travel (15' Wide Travel Lane)
- One-Way Bicycle Lane (5' Wide, Westbound Travel)
- On-Street Parking / Loading Zones (North & South Sides)
- Pedestrian Travel Widths
 - ❖ North Sidewalk: 5.0'
 - ❖ South Sidewalk: 8.0'
- Green Space
- Tree Planting Beds

Option C

- Two-Way Travel (11' Wide Travel Lanes)
- Two-Way Bicycle Lane (4' Wide, East & West-Bound Travel)
- Pedestrian Travel Widths
 - ❖ North Sidewalk: 8.0'
 - ❖ South Sidewalk: 8.0'
- Tree Planting Beds



CIVIL ENGINEERING • REGULATORY PERMITTING • CONSTRUCTION MANAGEMENT

KEY WEST OFFICE
1010 EAST FRONTAGE ROAD, SUITE 400
KEY WEST, FLORIDA 33040
TEL: (305) 293-9440 FAX: (305) 296-0243

TAMPA OFFICE
CONCOURSE CENTER
3507 EAST FRONTAGE ROAD, SUITE 140
TEL: (813) 579-1616 FAX: (813) 289-0710

PEREZ ENGINEERING & DEVELOPMENT, INC.
CERTIFICATE OF AUTHORIZATION No. 8579

ALLEN E. PEREZ, P.E.
Florida P.E. NO. 51468
December 5, 2011

REVISIONS:

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ORIGINAL: SEPTEMBER 2011

CAROLINE STREET IMPROVEMENTS

KEY WEST, FL 33040

ROADWAY LAYOUT (OPTION C)

CITY OF KEY WEST

P.O. BOX 1409

KEY WEST, 33041

JOB NO. 111008

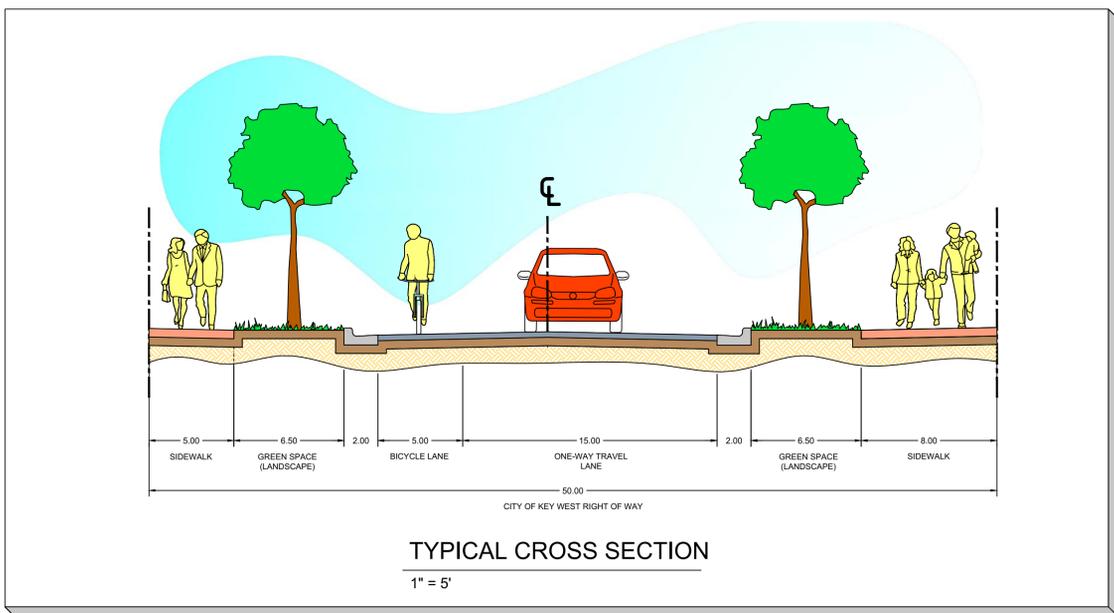
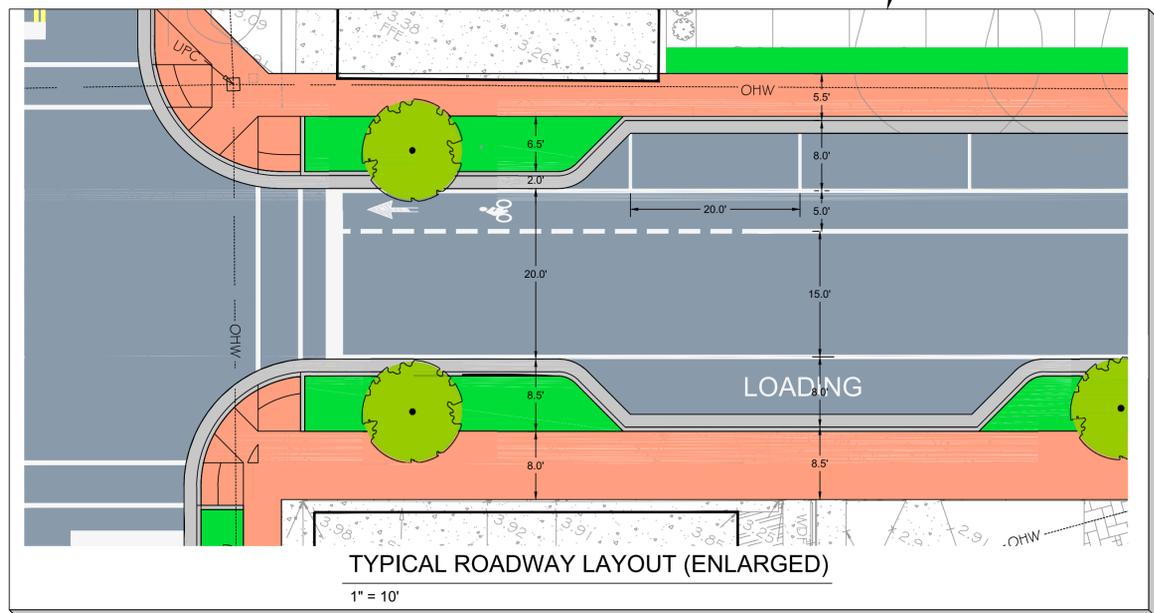
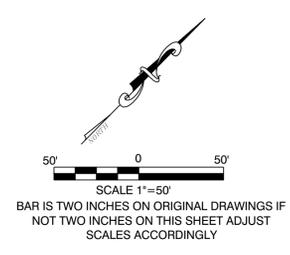
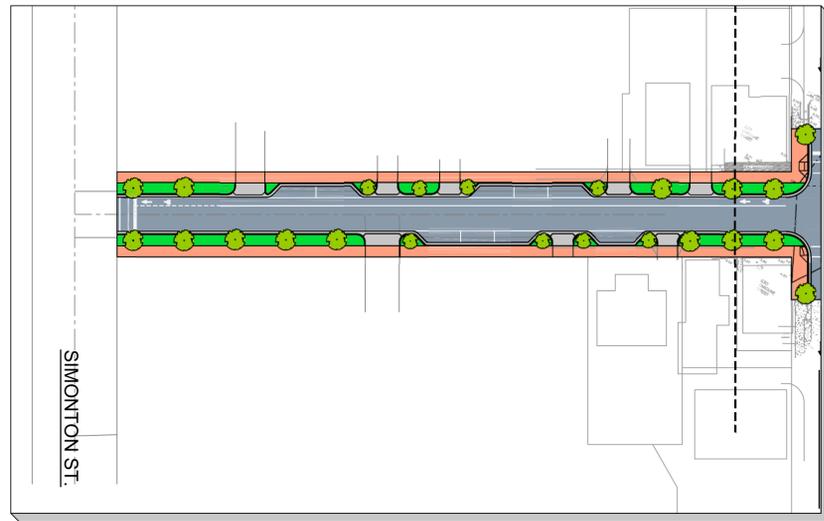
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SHEET



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KEY WEST OFFICE
1010 EAST FRONTAGE ROAD, SUITE 400
KEY WEST, FLORIDA 33040
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Florida P.E. NO. 51468
December 5, 2011

ORIGINAL: SEPTEMBER 2011

REVISIONS:	DATE	DESCRIPTION
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CAROLINE STREET IMPROVEMENTS

KEY WEST, FL 33040

ROADWAY LAYOUT (OPTION B)

CITY OF KEY WEST

P.O. BOX 1409

KEY WEST, 33041

JOB NO. 111008

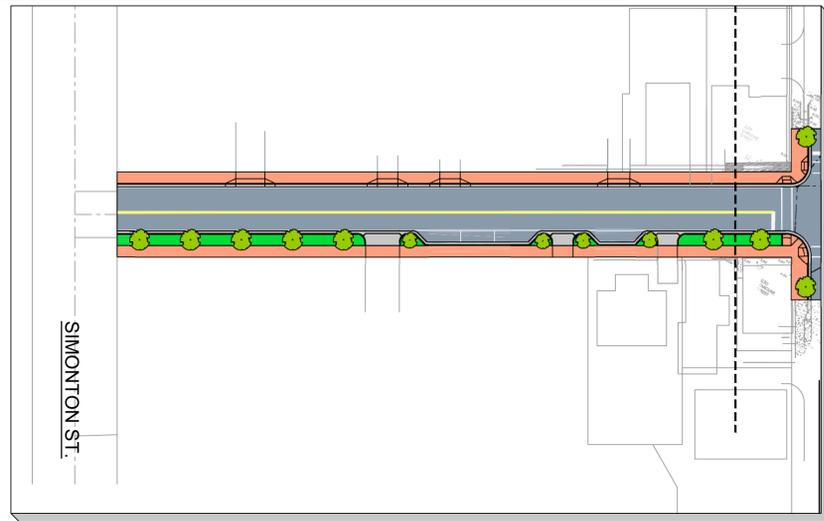
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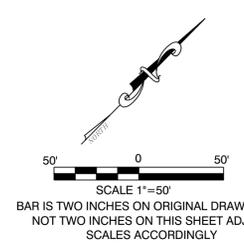
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SHEET

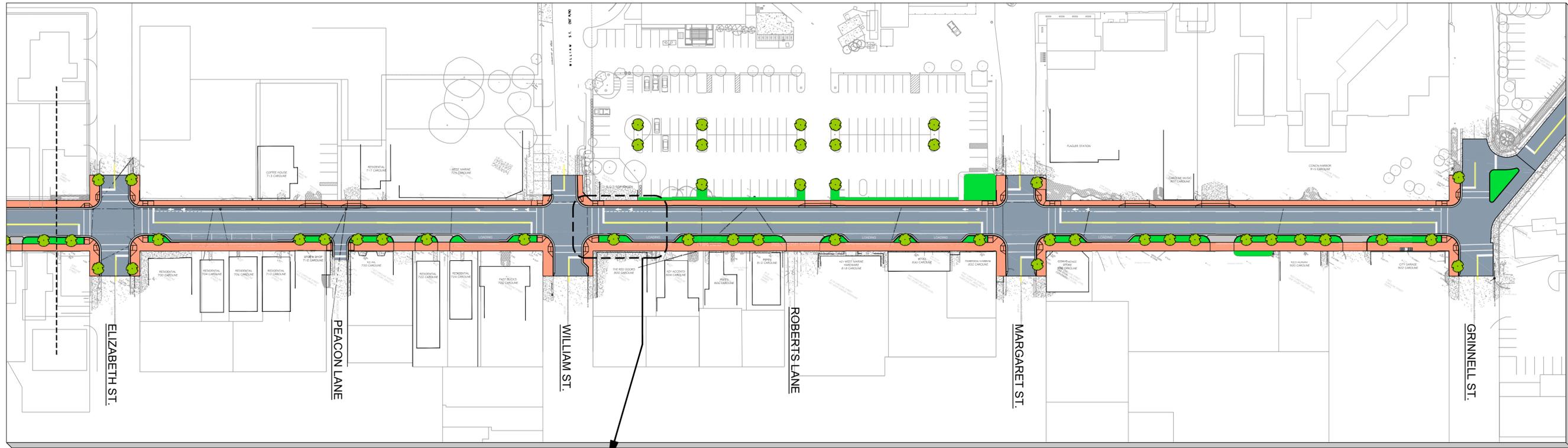


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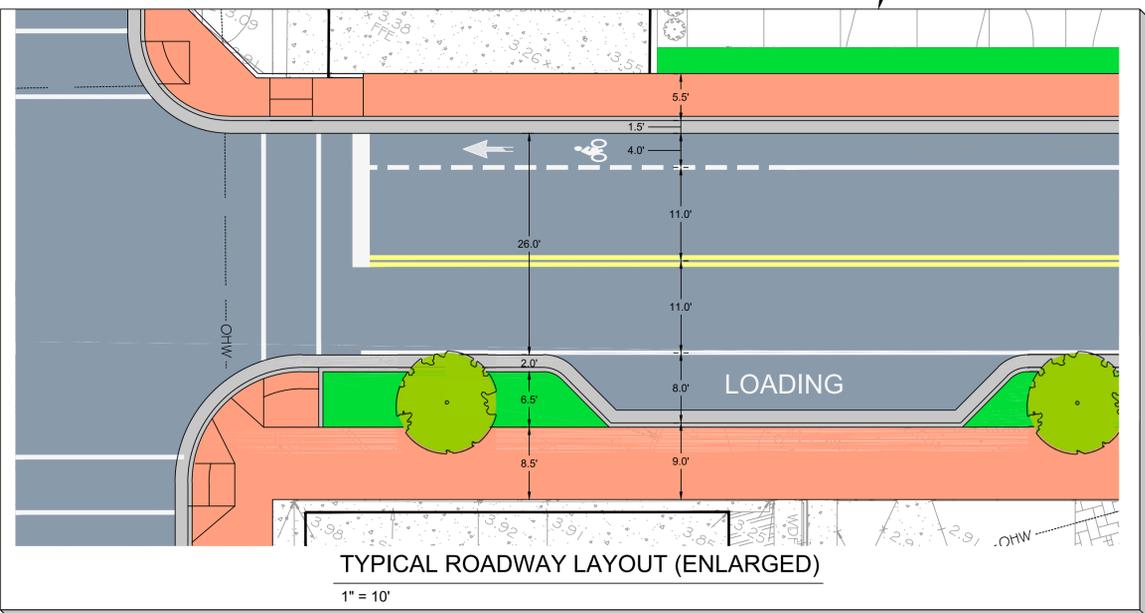
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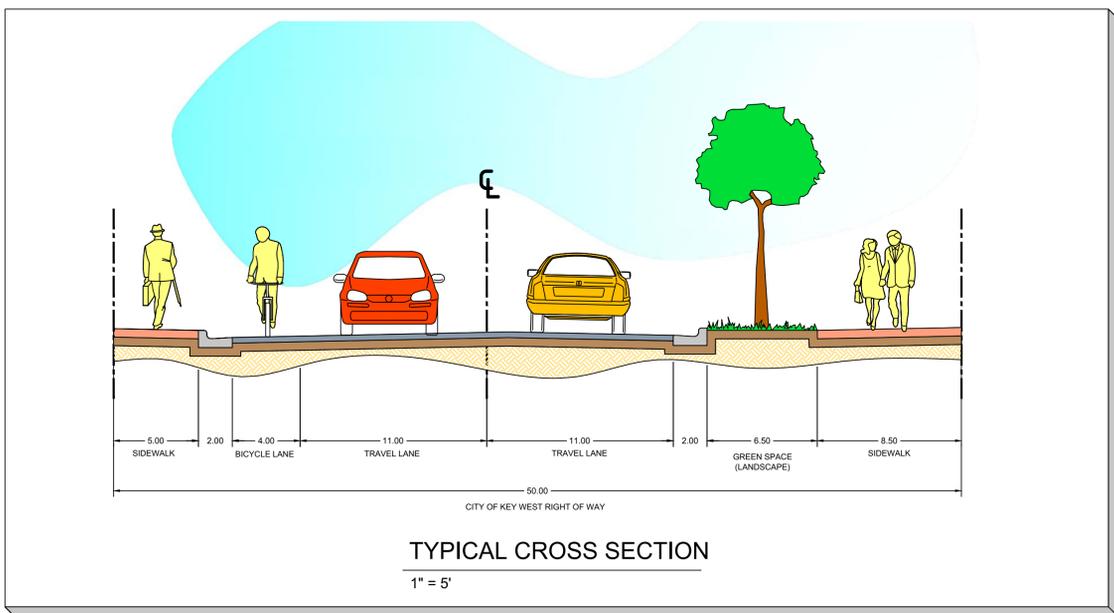
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MATCHLINE A-A



TYPICAL ROADWAY LAYOUT (ENLARGED)
1" = 10'



TYPICAL CROSS SECTION
1" = 5'

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ORIGINAL: SEPTEMBER 2011

CAROLINE STREET IMPROVEMENTS
KEY WEST, FL 33040
ROADWAY LAYOUT (OPTION A)

CITY OF KEY WEST
P.O. BOX 1409
KEY WEST, 33041

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SHEET